
Post-Doc Stays Fund

- [Description and goals of the Fund](#)
- [Prerequisites of post-doc applicants](#)
- [Key information for the applicants](#)
- [Procedure of nomination and selection](#)
- [Schedule](#)
- [List of actual post-doc positions](#)
- [Documents](#)
- [Contact](#)

Description and goals of the Fund

As part of Charles University's constant efforts to develop and strengthen its research base we are keen to recruit high-quality post-doctoral research fellows from abroad to work at top University or faculty centres and contribute to the University's strong research profile.

The goal of the International Post-Doc Stays Fund is **to attract prospective international post-doc researchers, who will carry out research within a specific field**. The main initiative is always on the relevant establishment or a faculty or other unit of CU that is interested in researching a particular research project.

Selection of the researchers is carried out in the first step by the relevant research centre or department of the faculty (or other part of the University) responsible for the research; in the second step by the Charles University's Research Board that makes the final selection.

The International Post-Doc Stays Fund was launched on 1 August 2011.

Prerequisites of post-doc applicants

Before the selection process the applicant must fulfill following prerequisites:

1. The applicant must be a resident of a foreign country
2. At the time of submission the applicant must have received a PhD degree and no more than 5 years prior to the application deadline. At the time of submission the applicant must have completed Ph.D. studies abroad.
In justified cases it is possible to include among the applicants a researcher who has not yet defended his dissertation, however it is assumed that the applicant will successfully complete PhD study before the potential commencement of his work in the post-doc position. The inclusion of such an applicant is approved by the Vice-Rector for International Affairs (Rectorate of Charles University). If the applicant is later selected, he must prove no later than on the start day that he successfully completed the study, and must submit a copy of the university diploma as soon as possible.
3. The applicant can not be qualified for associate professorship (habilitation) prior to the application deadline.

Key information for post-doc applicants

- The post-doc researcher is engaged to work on a project taking no longer than **2 years (24 months)** of full-time employment.
- Contracts are offered in three areas: arts and humanities, natural sciences, and medical and health science.
- The Faculty of CU / other unit of CU provides an international post-doc researcher the **required environment (room, equipment with the necessary technology, etc.)** to be able to be engaged to work on the relevant research project.
- The Faculty of CU / other unit of CU provides an international post-doc researcher scholarship that covers a part of the wages and other costs for the applicant: it should be **no less than 1 000 EUR/month** (the exact amount depends on every single faculty and project published in the actual call).
- The Rectorate of CU provides an international post-doc researcher scholarship from the Post-Doc Stays Fund that covers the other part of the applicant's wages: **37 500 CZK/month (approx. 1 400 EUR/month)**.

Procedure of nomination and selection

1. The faculty of CU proposes a viable topic (abstract) included in the scholarly and research activities of the faculty of CU, which is to be researched in the applicant's project. The project is published on the website [List of post-doc positions at the Charles University, Prague](#) and on the website of the faculty of CU.
2. Based on published information on the information in the [List of post-doc positions at the Charles University, Prague](#) the applicant contacts the research establishment (supervisor of the project) with proposed topic and prepares the content of the project.
3. The applicant submits required application documents to the contact person of the Faculty/other unit of CU or the supervisor of the project – all must be done within the set deadline. Follow the information under each project. When submitting all application documents the applicant must fulfill the prerequisites of post-doc applicants mentioned above .

List of application documents is stated in the section [Documents for post-doc researchers](#) .

4. The faculty sends the application (including project details) to Rectorate of Charles University by the stated deadline. The application is then discussed with the research centre proposing the project.
5. The independent University committee consisting of five members evaluates the project, issues a recommendation and determines the order of preference for the receipt of funds from the International Post-Doc Stays Fund for the given year. The definitive allocation of funds is approved by the Rector.
6. All applicants are informed of the results of the procedure by the Faculty coordinators – results can be: successful, unsuccessful, substitute. Successful applicants are informed of the date of commencement of their research and they are in close contact with the Faculty members and complete the necessary formalities (visa etc.).
7. The successful applicant enters into an employment contract with the Faculty, which he undertakes to commence the research activities at the CU establishment in. If the applicant withdraws from the contract and does not commence work at the faculty or other unit, the applicant that was selected by the university commission as the first substitute or possibly the next substitute in the sequence is called.

Schedule for the candidates 2020

| | |
|----------------------------------|--|
| 12. 6. 2020 | Projects 2020 for research period 1. 1. 2021 - 31. 12. 2022 are announced on the website: List of post-doc positions at the Charles University, Prague . |
| end of July 2020 | Deadline for submitting application documents to the faculty coordinators/supervisors of projects. The exact date is specified at each project. The candidates must respect the deadlines given in the propositions of the faculty in the list of post-doc positions. |
| 3. 8. 2020 | Candidates of 2020 are nominated by faculties to the Rectorate of Charles University. |
| 17. 9. 2020 | University committee consisting of 5 members evaluates the projects, issues a recommendation and determines the order of preference for the receipt of funds from the International Post-Doc Stays Fund. |
| beginning of October 2020 | The definitive allocation of funds (results of the University committee's session) is approved by the Rector. Faculties are informed about the final results and inform their candidates. |
| 1. 1. 2021 | Successful candidates start their research activities at faculties of CU. |

List of post-doc positions

Actual list of post-doc positions

Here you can find the list of actual post-doc positions at the Charles University : [List of post-doc positions at the Charles University, Prague](#) .

Past list of positions (archive)

In this section you will be able to find OLD lists of post-doc positions - these calls for the projects are not actual any more! This section is going to be updated soon.

Documents for post-doc researchers

A/ Required application documents for the applicants:

- **Application Form:** [download .docx](#)
- **Letter of Reference:** written even by the supervisor in the PhD programme or a by a researcher/head of establishment, where the applicant completed the doctoral study. [download .docx](#)
- **Scientific CV + List of Publications:** all together max. 2 pages A4
- **Copy of University Diploma or Provisional certificate** of completion of PhD studies or another official confirmation, that the applicant has been awarded PhD Degree

B/ Interim / final report: [download .docx](#)

Contact - Post-Doc Stays Fund

Alexandr Kandakov, Ph.D.
[International Relations Department \(Rectorate, Charles University\)](#)

E: alexandr.kandakov@ruk.cuni.cz

T: +420 224 491 307